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**Chapter 13: United Nations**

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**General****B130101 Officer Working Files**

**Description:** Files maintained by or for individual officers consisting of extra or information copies of telegrams, memos, organization and conference documents, preliminary or rough drafts of communications, reports and other documentation.

**Disposition:** Destroy when no longer needed for current work assignment or project.

**DispAuthNo:** Nonrecord

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**B130102 Reference Files**

**Description:** Printed and processed publications received from the Department, other Federal agencies, national and international organizations, etc.

**Disposition:** Destroy when obsolete or of no further reference value.

**DispAuthNo:** Nonrecord

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**B130103 Office Administration Files**

**Description:** Consist of correspondence and other documents pertaining to the running of the office and concerning matters for which other offices have primary responsibility.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** GRS 23, item 1

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**B130104 Public Inquiries and Requests for Information**

**Description:** Includes crank and begging letters, requests for information and replies thereto, popular comment correspondence, requests for publications, etc.

**Disposition:** Destroy when 3 months old or when no longer needed.

**DispAuthNo:** GRS 23, item 7a

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**B130105 Chronological Files**

**Description:** Extra copies of incoming and outgoing communications arranged by date.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NN-173-126, item 3

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**Reference and Research****B130201a Central Subject Files**

**Description:** Official copies of records that document the substantive functions of the Mission, including all records which establish, discuss or define foreign policy. These records are divided into three classes: a) UN Section b) Country Files and c) Subject Files.

a. Paper records.

**Disposition:** Permanent. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-84-90-5, item 1a

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**B130201b Central Subject Files**

**Description:** Official copies of records that document the substantive functions of the Mission, including all records which establish, discuss or define foreign policy. These records are divided into three classes: a) UN Section b) Country Files and c) Subject Files.

b. Microfilm copies.

**Disposition:** Destroy when no longer needed for reference purposes.

**DispAuthNo:** N1-84-90-5, item 1b

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**B130202 Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:**

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**B130203a UN Letter File (1964-Present)**

**Description:** a. Notifications from UN of accessions to and ratification to treaties.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-173-126, item 6(a)

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**B130203b UN Letter File (1964-Present)**

**Description:** b. Notifications from U.S. registering international agreements with the UN.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-173-126, item 6(b)

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**B130203c UN Letter File (1964-Present)**

**Description:** c. Correspondence relating to UNDP projects, project summaries, U.S. Government comments, etc.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NC-84-76-1, item 3b

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**B130203d UN Letter File (1964-Present)**

**Description:** d. All other routine correspondence with UN.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-173-126, item 6 (e)

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**B130204a Telegram Files dated 1964-Present**

**Description:** a. Telegrams sent to USUN for information, arranged by post.

**Disposition:** Destroy when 1 year old, if no longer needed.

**DispAuthNo:** NN-173-126, item 8(b)

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**B130204b Telegram Files dated 1964-Present**

**Description:** b. Telegrams sent ACTION USUN (incoming).

**Disposition:** Permanent. Transfer to FRC (Bayonne) when 10 years old. Transfer to the National Archives when 30 years old. (Note: 1974-1978 telegrams were destroyed previously under then existing schedules)

**DispAuthNo:** NC-173-126, item 8c

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**B130204c Telegrams dated 1964-Present**

**Description:** c. Telegrams from USUN to Department of State arranged sequentially.

**Disposition:** Permanent. Transfer to the National Archives when 30 years old

**DispAuthNo:** N1-84-90-5, item c(1)

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**B130205 Background and Position Books**

**Description:** Includes files of legislative histories.

**Disposition:** Permanent. Transfer to FRC (Bayonne) when 5 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** NC-84-76-1, item 1

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**B130206a Index Cards to USUN Central Documents and Subject Files**

**Description:** a. Card Records, 1954-Present.

**Disposition:** Permanent. Transfer to FRC (Bayonne) after microfilming and ascertaining that the film is an adequate substitute for the paper. Transfer to the National Archives along with related block of Central Subject Files.

**DispAuthNo:** NC1-84-78-4, item 1a

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**B130206b Index Cards to USUN Central Documents and Subject Files**

**Description:** b. Microfilm Copies.

**Disposition:** Destroy when no longer needed for reference purposes.

**DispAuthNo:** NC1-84-78-4, item 1b

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**B130207a Public and Congressional Correspondence Files**

**Description:** a. Public Correspondence.

**Disposition:** Destroy when 6 months old.

**DispAuthNo:** NN-173-126, item 11a

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**B130207b Public and Congressional Correspondence Files**

**Description:** b. Congressional Correspondence.

**Disposition:** Permanent. Transfer to FRC (Bayonne) when 5 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** NN-173-126, item 11b

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**B130208 Departmental Publications, Releases, Circular Issuances, Publications of other Government Agencies; Legislative Publications and Documents**

**Description:**

**Disposition:** Destroy when superseded or no longer needed in current operations.

**DispAuthNo:** NN-173-126, item 12

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**B130209 Acknowledgments by other UN Missions to the U.S. requests for support on UN candidates**

**Description:**

**Disposition:** Destroy after election has taken place.

**DispAuthNo:** NN-173-126, item 13

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**B130210 Acknowledgments by other UN Missions of receipt of U.S. Government publications****Description:****Disposition:** Destroy after 60 days.**DispAuthNo:** NN-173-126, item 14

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**B130211 Briefing Books****Description:** Briefing Books for U.S. Representatives to UN on specific questions or as background for consultants, where material is duplicated elsewhere.**Disposition:** Destroy after purpose has been served.**DispAuthNo:** NN-173-126, item 15

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**B130212a USUN Press Releases****Description:** Master file of press releases issued by the U.S. Mission to the United Nations.

a. Paper Records.

**Disposition:** Permanent. Transfer to the National Archives when 30 years old.**DispAuthNo:** NC1-84-79-6, item 1a

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**B130212b USUN Press Releases****Description:** Master file of press releases issued by the U.S. Mission to the United Nations.

b. Microfilm Copies.

**Disposition:** Destroy when no longer needed for reference purposes.**DispAuthNo:** NC1-84-79-6, items 1b

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**B130213 UN Documents****Description:** Selected documents (including UN classified) of UN Main Councils, i.e. the General Assembly, Security Council, Trusteeship Council and the Economic and Social Council. The General Assembly and Security Council series are complete. The Economic and Social Council series is complete from E/3295 on. The other series are not complete.**Disposition:** Permanent. Transfer to FRC (Bayonne) when no longer needed for reference. Transfer records dating through 1963 to the National Archives in 1997. Transfer other records along with related block of Central Subject Files (i.e. when 30 years old).**DispAuthNo:** N1-84-90-5, item 13

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**International Organization Affairs****B130301 UN Applicants Files**

**Description:** Correspondence and forms regarding employment at UN Headquarters.

**Disposition:** Destroy 2 years after case becomes inactive.

**DispAuthNo:** NC1-84-78-2

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**B130302 General Inquiry Files**

**Description:** Correspondence from persons requesting general information regarding employment with international organizations, including requests for information on location of specific organizations, field office, job opportunities, pay scales of employees, privileges and immunities, fringe benefits, allowances, types of positions, etc. Arranged in alphabetical order by name of individual inquirer.

**Disposition:** Destroy when 2 years old or soon if no longer needed.

**DispAuthNo:** NC1-84-78-2, item 1

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**Host Country Relations****B130401 Host Country Relations General Files**

**Description:** Consists of correspondence, reports and other documentation concerning operations and procedures affecting personnel of UN and related organizations, host country problems and visa regulations and instructions. Records containing substantive information are forwarded to Reference and Research Section to be included in the permanent USUN central files.

**Disposition:** Destroy when 5 years old or when no longer needed.

**DispAuthNo:** N1-84-90-5, item 16

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**B130402 Host Country Files**

**Description:** Consist of documentation on all aspects of problems affecting the UN Secretariat and Foreign Missions to the UN other than traffic and tax problems. Arranged by country/mission. Records containing substantive information are forwarded to the Reference and Research Section to be included in the permanent USUN central files.

**Disposition:** Destroy when 5 years old or when no longer needed.

**DispAuthNo:** NC-84-76-1, item 8

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**B130403 Host Country Administrative Files**

**Description:** Subject file pertaining to USUN host country administrative and management issues, including goals and objectives, inspections, status reports, etc.

**Disposition:** Block files by year. Destroy when 3 years old.

**DispAuthNo:** N1-84-90-5, item 18

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**B130404a Accreditation Files**

**Description:** a. Cardex files containing name and photograph of personnel for all foreign missions to the UN. This file complements the OFMIS files.

**Disposition:** Destroy when purpose has been served.

**DispAuthNo:** NN-173-126, item 35

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**B130404b Accreditation Files**

**Description:** b. OFMIS - Computerized Information System - A multi-file-on-line system providing information support to M/OFM, Office of Protocol, the Interagency Liaison Group as well as to the USUN. The modules include biographic information and level of diplomatic privilege and immunity for all personnel listed in the cardex file. Included is information on other activities of the Mission, including Consular, UN diplomatic staff, their dependents and household staffs, tax, diplomatic motor vehicle and customs functions, etc.

**Disposition:** Delete information when no longer needed for operational purposes.

**DispAuthNo:** N1-59-87-9, item 4

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**B130404c Accreditation Files**

**Description:** c. New appointments and new resignations file. Consists of listing of new appointments and resignations received from United National Protocol. Listings are filed in chronological order and date from 1954 to the present. Listings contain information for the Secretariat of the United Nations as well as other personnel.

**Disposition:** Destroy when 20 years old.

**DispAuthNo:** NN-173-126, item 24a

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**B130404d Accreditation Files**

**Description:** Country Files on diplomatic privileges and immunities. Arranged by country (mission) containing miscellaneous correspondence with Permanent Missions to the United Nations regarding individuals entitled to privileges and immunities.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NN-173-126, item 22

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**B130405a Diplomatic Incidents Files**

**Description:** Record of incidents involving foreign diplomats. Files maintained in two parts: 1) crimes, incidents committed against foreign diplomats and 2) crimes, incidents committed by foreign diplomats. Each part is then broken down by country of diplomat, incident and/or crime. Files also consist of civil lawsuits involving foreign diplomats including precedent setting cases.

a. Civil law and precedent cases.

**Disposition:** Destroy 2 years after case is resolved or litigation complete or when no longer a precedent.

**DispAuthNo:** N1-84-90-5, item 20a

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**B130405b Diplomatic Incidents Files**

**Description:** Record of incidents involving foreign diplomats. Files maintained in two parts: 1) crimes, incidents committed against foreign diplomats and 2) crimes, incidents committed by foreign diplomats. Each part is then broken down by country of diplomat, incident and/or crime. Files also consist of civil lawsuits involving foreign diplomats including precedent setting cases.

b. Regular cases.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NN-173-126, item 32

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**B130406 United Nations Missions Property Leases Files**

**Description:** Contains copies of leases and related correspondence for foreign mission personnel for mission or office space, mission personnel and ambassadors' residences or for any property owned or leased by UN Missions (country).

**Disposition:** Destroy three years after termination of lease and if any litigation, when it is concluded.

**DispAuthNo:** N1-84-90-5, item 21

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**B130407 Traffic Violation Files**

**Description:** Copies of form letters on behalf of foreign missions to police requesting the release of towed cars, and concerning incidents involving moving and parking violations.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** N1-84-90-5, item 22

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**B130408a Travel Restrictions Files**

**Description:** General files including reports of possible violations, copies of notes bearing on travel restrictions.

**Disposition:** Destroy when 10 years old.

**DispAuthNo:** NN-173-126, item 33a

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**B130408b Travel Restrictions Files**

**Description:** b. Travel Requests Files.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-173-126, item 33b

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**B130409 Visa and Immigration General Files - Arranged alphabetically by country**

**Description:** Contains information pertaining to visa and immigration matters in general as it relates to the United Nations and United Nations Secretariat.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** N1-84-90-5, item 24

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**B130410 Extension of Stay Requests**

**Description:** Requests for extension of stay from UN Secretariat and Foreign Missions to the UN, including copies of transmittal letters of INS, posted to indicate length of extension.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NN-173-126, item 27

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**B130411 Applications for Visas**

**Description:** Loose-leaf binder containing copies of applications for NIVs for the UN community. Original forwarded to Department for approval.

**Disposition:** Destroy 3 months after approval and receipt of visa.

**DispAuthNo:** N1-84-90-5, item 26

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**B130412a Work Permit Files**

**Description:** Consist of rules, regulations and documentation accumulated in the processing of requests by UN dependents for permission to work as well as name file of individuals requesting permission.

a. Rules, regulations and procedures.

**Disposition:** Destroy when superseded.

**DispAuthNo:** N1-84-90-5, items 27a

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**B130412b Work Permit Files**

**Description:** b. Name files.

**Disposition:** Destroy 1 year after individual departs from the United Nations.

**DispAuthNo:** N1-84-90-5, item 27b

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**Security****B130501a Investigation Files**

**Description:** a. DS-939, Report of Investigation, concerned primarily with verification of employment for personnel working at USUN.

**Disposition:** Destroy 1 year after termination of employment.

**DispAuthNo:** NN-173-126, item 36a

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**B130501b Investigation Files**

**Description:** b. Card index.

**Disposition:** Destroy 3 years after case is closed.

**DispAuthNo:** NN-173-126, item 36b

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**B130502 Reports of Security Violations**

**Description:** Includes reports on Civil Service, excepted and foreign service employees.

**Disposition:** Destroy 2 years after completion of final action or when no longer needed, whichever is sooner.

**DispAuthNo:** GRS 18, item 24b

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**B130503 Protective Security Files**

**Description:** Includes documentation on the protective security detail provided for the Permanent Representative, and material pertaining to liaison with local police, Secret Service and others. Also includes copies of crank letters (originals sent to Washington).

**Disposition:** Destroy upon appointment of new Permanent Representative.

**DispAuthNo:** N1-84-90-5, item 30

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**B130504 Security Clearance Files**

**Description:** Correspondence between USUN, Department of State, and Boyer, Pennsylvania, regarding security clearances of USUN employees, including caterers, waiters and any others who may be employed by USUN whether temporary or seasonal. Contains initial letter requesting security clearance issued by IO/R. Files are arranged in alphabetical order by name of individuals.

**Disposition:** Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.

**DispAuthNo:** GRS 18, item 22a

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**B130505 Security Background Check Files**

**Description:** Contains background reports conducted by the USUN and related correspondence primarily on waiters and catering personnel. No reports or correspondence on Department of State employees are included.

**Disposition:** Destroy 5 years after separation, transfer, or contract relationship expires.

**DispAuthNo:** GRS 18, item 22a

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**Personnel****B130601 Personnel General Subject Files**

**Description:** Correspondence, reports and other documents relating to the administration and operation of personnel functions.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** GRS 1, item 3

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**B130602a Temporary Employee Personnel Files**

**Description:** Folders on USUN employees, containing documents duplicated in or not appropriate for the Office of Personnel folder which is maintained in PER/MGT/RR.

a. Foreign Service employees.

**Disposition:** Destroy 1 year after separation or transfer of employee.

**DispAuthNo:** GRS 1, item 3

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**B130602b Temporary Employee Personnel Files**

**Description:** Folders on USUN employees, containing documents duplicated in or not appropriate for the Office of Personnel folder which is maintained in PER/MGT/RR.

b. Other employees, including students, interns, contract employees, part-time and Excepted Service employees.

**Disposition:** Destroy 3 years after separation or transfer of employee.

**DispAuthNo:** N1-84-90-5, item 34b

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**B130603 SF-50 Chronological Files**

**Description:**

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** GRS 1, item 14a

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**B130604 Performance Evaluation Files**

**Description:**

**Disposition:** Destroy 4 years after date of appraisal.

**DispAuthNo:** GRS 1, item 23a(4)

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**B130605 Pending Foreign Service Assignments/Detail Files****Description:****Disposition:** Destroy when 3 years old.**DispAuthNo:** N1-84-90-5, item 37

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**B130606a Service Record Cards on all USUN employees, both Foreign Service and Civil Service, transferred or separated after 1947****Description:** a. Cards on Excepted Service appointees.**Disposition:** Retain in USUN Personnel Office until no longer needed for reference use.**DispAuthNo:** N1-84-90-5, item 38a

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**B130606b Service Record Cards on all USUN employees, both Foreign Service and Civil Service, transferred or separated after 1947****Description:** b. All others.**Disposition:** Retain in USUN Personnel Office until no longer for reference or 3 years after transfer or separation, whichever is longer.**DispAuthNo:** N1-84-90-5, item 38b

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**B130607 Staffing Patterns****Description:****Disposition:** Destroy when 2 years old.**DispAuthNo:** GRS 1, item 16

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**B130608 Position Description Files****Description:****Disposition:** Destroy 2 years after position is abolished or description superseded.**DispAuthNo:** N1-84-90-5, item 40

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**B130609a Applications for employment****Description:** a. Letters of inquiry. Incoming letters regarding employment and requesting general information.**Disposition:** Destroy when 6 months old.**DispAuthNo:** GRS 1, item 18b

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**B130609b(1) Applications for employment**

**Description:** b. Interim file. Correspondence and resumes from applicants for hard-to-fill positions. Also includes pending correspondence for applicants seriously considering pending employment.

(1) Hired applicants.

**Disposition:** Move file into temporary personnel file.

**DispAuthNo:** N1-84-90-5, items 41b(1)

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**B130609b(2) Applications for employment**

**Description:** b. Interim file. Correspondence and resumes from applicants for hard-to-fill positions. Also includes pending correspondence for applicants seriously considering pending employment.

(2) Applicants not hired.

**Disposition:** Destroy 1 year after the most recent communication from applicant.

**DispAuthNo:** N1-84-90-5, items 41b(2)

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**Administration****B130701a Administrative Counselor's Subject Files**

**Description:** a. USUN Building Files.

**Disposition:** Use Chapter 5, Section 3, of the Records Disposition Schedules for Post, to screen files.

**DispAuthNo:** N1-84-90-5, item 42a

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**B130701b Administrative Counselor's Subject File**

**Description:** b. All others.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** N1-84-90-5, item 42b

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**B130702a Housing Files**

**Description:** a. Leases and related correspondence. Contains copies of leases and correspondence pertaining to the leasing of particular properties to employees. Arranged by property.

**Disposition:** Destroy 3 years following close of year in which (a) lease termination, lapse or cancellation occurs, or (b) litigation, if any, is concluded.

**DispAuthNo:** GRS 15, item 4

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**B130702b(1) Housing Files**

**Description:** b. General correspondence Files

(1) Contains correspondence not pertaining to a specific property and/or individual to whom it is leased.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** GRS 15, item 1

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**B130702b(2) Housing Files**

**Description:** b. General Correspondence Files.

(2) Policy Files. Consisting of legislation, policy and regulations regarding rent, leases, etc.

**Disposition:** Destroy when superseded by new legislation, policy and/or regulation.

**DispAuthNo:** N1-84-90-5, item 43b

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**B130702c Housing Files**

**Description:** c. Checks Files - Consists of copies of rent checks paid by employees on leased property. Records are kept as verification of payment. Copies are also maintained in the finance office.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** N1-84-90-5, item 43c

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**B130703 Waldorf Files**

**Description:** Historical records of or leasing arrangements for the Waldorf Towers which is leased for our Ambassador to the USUN.

**Disposition:** Destroy 3 years following close of fiscal year in which (a) lease termination, lapse or cancellation occurs, or (b) litigation, if any, is concluded, whichever is later.

**DispAuthNo:** GRS 15, item 4

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